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**From:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JAMES.HANCHETT]  
**Sent:** 8/15/2012 12:09:33 PM  
**To:** Burns, Nancy (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Nancy.burns640]  
**Subject:** RE: Docushare

Thank you,

Jim Hanchett  
Department of State Police  
Amherst Drug Lab  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, MA 01003  
Phone 413-545-2607  
Fax 413-545-2608  
Cell [REDACTED]

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**From:** Burns, Nancy (POL)  
**Sent:** Wednesday, August 15, 2012 7:39 AM  
**To:** Hanchett, James (DPH)  
**Subject:** Docushare

Jim:

A docushare account has been set up for the Amherst Drug Lab.

The user name is [REDACTED]  
The temp password is [REDACTED]

You can reset the password. This is the only account that will be available at this time for Amherst as we have a very limited number of licenses left for this application. I have been told by OTIS (our IT dept) that more than one user can be logged in with same name at the same time. I have attached an introduction sheet to assist you.

To find docushare, just go to the same IP address you use to find Pay station. In the left hand column on the MASP intranet you will see Docushare. Click and then remember to click on Log in over in the right hand column as it is password protected.

The Forensic Services Folder will then appear. It is set up like the org chart of the FSG which is also found in this folder. The Drug Unit Protocols are in the Crime lab folder. The Safety, Security, Vehicle, Travel protocols are found in the All Forensic Services Units folder as they apply to everyone. When a protocol is sent out that effects the Drug Unit, you will get an email. The system only allows one email notification per account.

Let me know if you have any problems or issues. I also will be calling you to discuss a few safety issues later this week.

Nancy

Nancy J. Burns, J.D.  
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